

**STATE OF VERMONT  
AGENCY OF HUMAN SERVICES  
DEPARTMENT OF CORRECTIONS**

**Procedure: 354.02.03**

**Subject:** Offsite Meals

**Effective Date:** July 31, 1997      **Review and Re-Issue Date:**

**Supersedes:** NEW      **APA Rule Number:**

<b>Recommended for approval by:</b>		<b>Authorized By:</b>	
Signature	Date	Signature	Date

**1. Authority:**

1.1 28 V.S.A. §§ 101(1), and 102(b)(2) under which the Commissioner establishes and administers programs for the custody, control, treatment, and rehabilitation of persons committed to the Commissioner's custody.

**2. Purpose:**

2.1 To outline procedures for preparing, transporting, holding, readying, and serving food to inmates eating outside a correctional facility.

**3. Applicability/Accessibility**

3.1 Superintendents, food service officers, food service staff, work crew supervisors, inmates, and any offenders and staff eating facility food offsite. Anyone may have a copy of this procedure.

**4. Procedure**

**4.1 PROCEDURAL GUIDANCE**

4.1.1 Facility kitchens prepare meals to be consumed offsite by two populations: some offenders living offsite and supervised by Community Corrections Service Centers (CCSC), and work crews.

4.1.2 CCSC Meals

4.1.2.1 Providing pre-prepared frozen meals for the CCSC population consistently provides nutritiously balanced means at low cost, and nearly fail-safe preparation for consumers.

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### **4.1.2.2 Food Service Officer ensures:**

- 4.1.2.2.1** Preparation of such meals by freezing leftovers in three compartment aluminum trays, such as the 7139 PCA,
- 4.1.2.2.2** Each meal is properly labeled, dated, and accompanied by reheating instructions.

### **4.1.3 Work Crew Meals**

#### **4.1.3.1 Preparation for Transportation and Transportation**

##### **4.1.3.1.1 Food Service Officer ensures that:**

- 4.1.3.1.1.1** Non-perishable canned, dehydrated food or food in "brick packs" will be transported and held in the containers in which they were purchased;
- 4.1.3.1.1.2** Kitchen staff packs perishable food that will be served cold in sealed cold box carriers so that both transportation and holding occur at a temperature of not more than 40 degrees;
- 4.1.3.1.1.3** Kitchen staff will pack cold box carriers by placing crushed ice or cubes around each product, and on the bottom, sides, and tops of each cooler. This method of ice packing maintains 40 degrees more adequately than do chemical freeze packs;
- 4.1.3.1.1.4** Food served at room temperature (bread, crackers, fresh fruit) is transported in packaging appropriate to maintaining its taste, texture, and cleanliness, and to prevent such food from being spoiled by extreme hot or cold.

## **4.2 On-Site Holding, Preparation, Serving, and Personal Preparation For Eating Work Crew Meals**

### **4.2.1 Food Service Officer ensures that:**

- 4.2.1.1** Work crew supervisors receive written instructions about sensible practices to employ in regard to transportation and holding food, e.g. not leaving coolers in hot cars, etc. These instructions will include specifically that cold food must be served at 40°, and hot food at

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not less than 165°. Food service officer or designee initially reviews those instructions with work crew supervisors, conducts reviews with new supervisors, and as may be needed;

**4.2.1.2** No later than 1400 hours on the day before food for a crew is required, crew supervisors cause kitchen staff to be informed of each crew's list of members for the following day.

**4.2.1.3** Crew menus prepared for each menu cycle reflect consideration not only of the standards applied to meals served at facilities, i.e., nutritional adequacy, appeal, and safety/sanitation, but also ease of work site preparation, serving, and safe handling.

**4.2.1.4** At the beginning of each menu cycle, crew supervisors receive copies of the entire cycle's menus, with written, work-site food preparation instructions directed toward both optimum taste and safety;

**4.2.1.5** When hot food is served, crew supervisors have propane cooking stoves, and restaurant size sauce and frying pans, as appropriate. Crew supervisors must be instructed in safe use of stoves prior to using them;

**4.2.1.6** If there is no source of drinking water at the work site, work crew supervisors will be supplied with enough potable water for drinking, and/or, if there is not a wash sink at the site, enough for hand washing. Crew supervisors will be provided liquid or powdered antibacterial soap (not a bar of soap). Persons preparing food will wash their hands using water and antibacterial soap before commencing meal preparation. Persons not preparing food will wash their hands before eating.

**4.2.1.7** Upon return of equipment and remaining food to facilities, kitchen staff ensures that such food is consumed, stored in a refrigerator with a temperature of no more than 40°, or discarded. For security and sanitation reasons, kitchen staff discards contents of all open packaging (cans, bread, crackers, fresh fruit, etc.) returned to the facility.

### **5. Training Method**

#### **5.1.**

### **6. Quality Assurance Processes**

#### **6.1.**

### **7. Financial Impact:**

### **8. References**

### **9. Responsible Director and Draft Participants**